About the Colorado Address Confidentiality Program

The Colorado Address Confidentiality Program (ACP) provides survivors of domestic violence, sexual offenses or stalking/harassment with a means to prevent abusers and potential abusers from locating them through public records. The goal of the ACP is to help survivors stay safe by protecting their location. This program is administered by the Colorado Department of Personnel & Administration, and the laws governing the program are located at §24-30-2101, C.R.S.

The ACP provides survivors with two services that work together:

1. A Legal Substitute Address

The ACP provides program participants with a legal substitute mailing address, which may be used as a residential, school and work address. This substitute address is reflected on the ACP authorization card carried by participants, and has no relation to their real address. When presented with a current and valid authorization card, state and local government agencies are required to accept the substitute address as an actual address. Private businesses can and should accept the substitute address. Ideally, every record of ACP participants should reflect the substitute address.

2. A Mail Forwarding Service

The ACP also provides participants with a first-class mail forwarding service. When ACP participants use the substitute address, their mail is sent to the substitute address. The ACP receives participant's mail and forwards the mail to the participant's actual confidential mailing address. The ACP can also accept registered mail, certified mail and legal mail (subpoenas) on behalf of participants. There is no cost for this service, and mail is forwarded every day except weekends and state holidays.

ELIGIBILITY AND ENROLLMENT

Those interested in enrolling in the ACP must meet with an Application Assistant who has been trained and registered by the ACP. A listing of Application Assistants and enrolling agencies can be found on the ACP website at www.acp.colorado.gov.

The statutory requirements for enrollment are:

- 1. An applicant (or legal custodian) must be a survivor of sexual assault, domestic violence, or stalking/harassment who is in fear for his or her safety.
- 2. An applicant must have relocated within the past 90 days, or be planning to relocate in the near future.
- 3. The survivor (or legal custodian) must provide evidence of victimization, such as, but not limited to, a police report, court order, protection order, agency document or a letter from a professional from whom the survivor has received assistance.

There are no financial eligibility requirements and enrollment is available to men, women, and children

ACP AUTHORIZATION CARD

Participants may begin using their substitute address as soon as they receive their ACP authorization card. Applications are processed upon ACP receipt, and authorization cards are issued and sent within 24-48 hours after the ACP receives the application.

ACP authorization cards are issued to each participant. Each authorization card contains the ACP substitute address, the participant's name, signature (or the signature of the parent or guardian), an individual authorization code and the card expiration date.

STATE AND LOCAL GOVERNMENT AGENCIES

ACP program participants may use the ACP address when creating new government records or changing records with state and local agencies that were created up to 90 days prior to enrollment. When program participants present a valid ACP authorization card, state and local government agencies must accept the ACP substitute address as an actual address and cannot require participants to disclose their true address.

[Note: There are two exceptions. The substitute address cannot be used on documents related to real property, and must be used in conjunction with the actual address on ACP voter registration forms.]

CONTACT THE ACP

For more information about the Colorado ACP, please contact us at:

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